Ladygrove Primary School and Nursery

Extended Day Policy.

Written August 2021 Due for review August 2023

Ladygrove Primary School and Nursery

Our Mission Statement

The extended day provision at Ladygrove Primary School and Nursery aims to care for the children who attend Breakfast club, Ladygrove Primary School Hub and after school activities clubs. We aim to support families before and after school hours during term time. Ladygrove Primary School and Nursery seeks to work in partnership with all families by providing high quality care within a stimulating and purposeful environment.

We aim to ensure all children are in a caring environment which enables them to learn and develop through their play and socialisation with other club members. We aim to provide a happy, safe and stimulating environment for all children to play, learn and develop. We encourage the children to foster a positive attitude and respect for both themselves and other people.

Breakfast Club / The Hub

Rationale

Extended provision is organised by Ladygrove Primary School and Nursery and is run by members of our staff.

We provide extended school activities that are designed to allow children to be in school from 7.45 a.m. until 5.45 p.m.

We aim to provide an enjoyable and varied activity programme which will include activities such as arts, crafts, games, quiet areas for homework and outdoor play.

Children will be offered a healthy breakfast or healthy snack.

Children are encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

Objectives

• To provide a welcoming, safe, secure environment for pupils before the beginning of the school day or after the school day has ended.
• To enable pupils to eat healthily in a pleasant, relaxed environment.
• To employ caring supervisory staff.
• To provide a calm play environment for those pupils.
. To supervise and support homework commitments.
. To provide an environment where children can discuss their day.
• To provide an affordable, consistent and reliable service for working parents.

Organisation Of Breakfast Club

Breakfast club is held in the hall and is open to all pupils attending Ladygrove Primary School and Nursery. It is open from 7.45 a.m. to 8.45 am but children should arrive no later than 8.20 a.m. if they are wanting breakfast. Children must be booked into the club prior to attending.

You and your child are welcome to view the club. Appointments can be made by contacting the school office.

Organisation Of The Hub
The Hub is held in the hall and runs from 3.15 p.m. until 5.45 p.m. All children will be collected from their classes and taken to the Hub in the new hall. If a child has attended a school activity club until 4.15 p.m., the club organiser will take them to the hub.

Children are registered as they enter the hall. Newcomers are added to the register.

Children can only be collected from the Hub by adults who are known to staff. If it is necessary for someone else to collect your child, we respectfully request that you introduce them to the staff prior to the collection. We must also have the permission in writing from the parent/guardian. Parents /carers will provide a password which will be stored on our MIS system. The person collecting the child may be asked the password and /or identification. All Individuals collecting sign the children out . Anyone collecting a child needs to be over 18 years old.

Parents running late to collect their child/children must inform us as soon as possible. The club reserves the right to charge for late collection in order to cover staff time. A fee of £5 will be charged for the first 15 minutes and a further £5 for any subsequent 15 minute period.

You and your child are welcome to view the club. Appointments can be made by contacting the school office.

We operate an online booking system for places. Parents can book up until midnight the day before the session is required. Payment is required on booking placed.

It is with regret that full fees remain payable in the event of your child's absence or Sickness if sessions have been pre booked. Please inform the Ladygrove Primary School and Nursery Hub manager as well as the school if your child is going to be absent.

Children's Details
The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept on the school MIS system. It is the responsibility of the parents to ensure that the office is informed of contact changes.

Emergency Procedures
In case of an emergency where children have to be evacuated from the building, the register will be taken and the children checked against the register to ensure they are present. Evacuation procedures are in line with those practised during the school day.

In the event of a fire drill children should exit the hall and assemble on the muster point L on the school playground. All registers should be taken and the children checked.

First Aid / Illness / Medication
If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received. All head injuries parents will be contacted.

Inhalers are kept in the child's classroom, if they are needed a member of the club/school staff fetch them. In emergency use the emergency salbutamol inhaler which is stored in the school office.

An updated list of children with illness and allergies is kept in the red folder and located in the new hall kitchen area all staff are aware of this.

Should your child become unwell whilst at a club a member of staff will contact you. You will be requested to collect your child only if necessary.

Clubs will only administer prescribed medication. When you are completing the medication form for the school, please inform the office staff that your child will be attending a club.

Staffing and Supervision
The children are adequately supervised at all times. The correct ratio of staff to children is always adhered to and EYFS guidelines and best practice are followed. All members of staff are DBS checked. At least one member of staff on duty will hold a current first aid certificate and staff have attended the food hygiene course. There will also be a DSL (Designated safeguarding lead) member of staff on site.

Members of staff are required to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner and staff will dress appropriately for working with children and with regard of health and safety issues.

Safeguarding
A DSL is on site throughout the duration of the extended provision and any Safeguarding issues will be reported to this person who will act in line with our Safeguarding policy.

Food
Children will be offered a range of healthy food for breakfast or afternoon snack and we follow the nutritional standards.

The cost of snacks are included in the club's fees.

The Hub will provide a nutritious snack for the children, for example: yoghurt, fresh fruit, bagels with juice or milk. The snacks will vary each day to ensure your child is offered and can experience a wide range of foods. Foods from different cultures will

feature regularly on the snack menu, especially around the time of festivals and as a means of raising awareness of different cultures.

Parents and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet this wherever possible. Please notify us if your child has any special dietary requirements or allergies.

Children will not be allowed to bring in their own food and drink into clubs.

Behaviour Policy

The behaviour policy for all clubs is in line with the School's Behaviour Policy. It is based on a whole school approach to positive reinforcement and modelling of good behaviour and the Smart Code must be adhered to at all times. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from the club will be the final sanction from such provision when all possible strategies have failed.

Pricing – Breakfast Club

The breakfast club daily fee is currently £2.30 per day.

Parents are to book online (this needs to be done before midnight day before), exceptional circumstances such as when a computer is not compatible with the booking system, parents can complete a booking form, this needs to be done at least two days in advance.

This fee is to cover the cost of:

- Staffing
- Food
- Equipment and day to day running costs.

It may be necessary to change fees from time to time, however parents/carers will always be given at least one month's notice of this.
Refunds are not given in the case of absence.

Pricing – The Hub

The Hub is currently £7.50 per session.

If your child attends an after school club run by the school, e.g. arts and crafts, sport then the charge for attending the after school child care following the club will be £4.50 per session. . Parents are to book online (this needs to be done before midnight day before) In exceptional circumstances such as when a computer is not compatible with the booking system, parents can complete a booking form, again this needs to be done at least two days in advance.

In cases of emergency places may be available on the day, the school needs to be contacted by 12 o'clock. If you book a place on the day and then cancel, you will still be charged.

You are able to amend bookings online only and this needs to be done by midnight day before.

Fees will be reviewed annually, and parents will be informed a month in advance of any change.

You may be eligible for the Childcare Tax Credit to assist with childcare fees. Further information or a claim pack can be obtained through www.hmrc.gov.uk/taxcredits or call the Tax Credit helpline on 0845 300 3900

Contingency arrangements for staff absences and emergencies
Arrangements for cover due to staff absence will be organised by the club manager, who keeps a register of staff available for cover and who will arrange as and when needed.

Risk Assessment
A risk assessment has been carried out for both clubs.

This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

Partnership with Parents

Your needs are very important too. In order to make you feel welcome you are informed of club activities on the notice boards. We are always happy to receive your suggestions and ideas. From time to time we will issue a survey to obtain your feedback on our clubs so that we can improve the services we offer you and your child. Our policies and procedures are always available for you to view.

Partnership with Children
Children are involved in decision making as much as possible. Children are involved in creating the activities programme and weekly menu for the Clubs. The school rules that the children have in place for behaviour and dealing with bullying are followed through at both clubs. Children are encouraged to share their ideas and to make suggestions on improving the clubs. Staff will always make time to listen to your child.

Equal Opportunities & Inclusion
We operate an equal opportunities policy where we work towards eliminating discrimination based on sex, race, culture, religion, disability, age, marital status and nationality. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices and by respecting each other's diversity, languages, cultures, beliefs and principles. Should we identify a child with any special

educational needs we will endeavour to support the child and work closely with parents and other relevant agencies.

After school Activity clubs 3.15-4.15

These are run by members of our school staff. Booking forms are sent out half termly and all bookings need to made by the date on the booking form, no late booking forms will be accepted due to child staff ratios.

All extended day clubs are to be booked and paid for on line except for in exceptional circumstances such as when a computer is not compatible with the booking system, parents can complete a booking form. Please see the office for details. Childcare vouchers are also accepted please speak to the School Business Manager.

Children may attend the Ladygrove Primary School and Nursery Hub at 4.15 when an after-school activity club has ended.

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